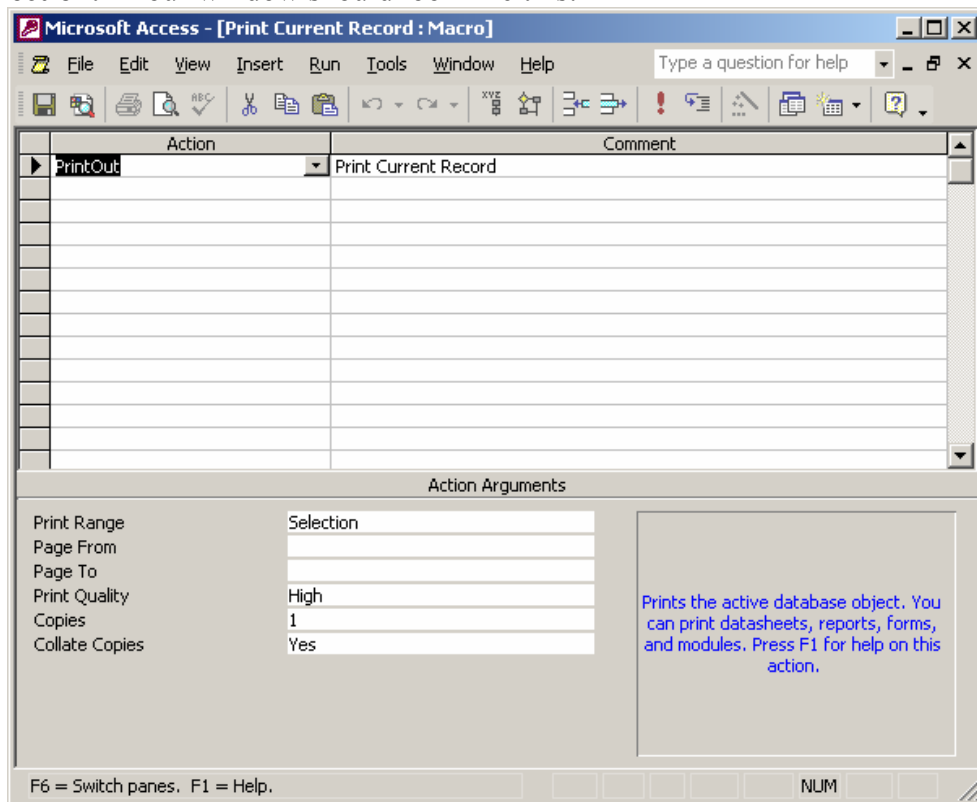# Access 2000
Print Current Record Button
April 18, 2003

1. Open your Access 2000 database. Some databases are set to open to a form instead of the Objects. To display the Objects, select **Unhide** from the Windows menu. Click OK.
2. Select **Macros** from the list of Objects on the left.
3. Click **New**
4. Under Action, click in the top box. From the pop-up menu scroll down and select **PrintOut**.
5. Tab over and type **Print Current Record**
6. At the bottom, click in the Print Range box. From the pop-up menu, change this to **Selection.**   Your window should look like this:

7. Save the macro and name it **Print Current Record**. Close the macros window, not Access 2000. The new macro will appear in the list of Macros.

Creating a button on the toolbar for Print Current Record

1. From the Tools menu, choose **Hide**. You will be back at the form where you began
2. From the Tools menu, choose **Customize**.
3. Select the Commands tab and scroll down to **All Macros**.
4. In the right hand box scroll down and select the newly created **Print Current Record** macro. Drag it anywhere on the toolbar.
5. Close the Customize window.